



Position Description

Date Posted:	August 11, 2016
Position Title:	Administrative Assistant
Immediate Supervisor:	Bill Rose, President and C.E.O.
Category:	Full-time, Regular
Schedule:	40 hours per week, occasional weekends
Benefits Eligible?	Yes

Mission Statement: The Kalamazoo Nature Center is a not-for-profit organization whose mission is to inspire people to care for the environment by providing experiences that lead them to understand their connection to the natural world.

Philosophy: Each member of the Kalamazoo Nature Center team is expected to actively support the KNC mission of connecting people to nature while representing the customer care standards which reflect the professionalism of our organization.

Overview: The Administrative Assistant assists the President & CEO and Chief Operating Officer in maintaining their calendars, including scheduling of meetings and spaces. The Administrative Assistant is also responsible for maintaining and developing relationships with the Board of Trustees, providing clerical support, and performing general office and staff support functions. The Administrative Assistant also acts as project manager for the Southwest Michigan Sustainable Business Forum (SWMSBF), including maintaining a relationship with its Board of Directors as well.

Duties: Assist the President & CEO, COO, and Vice Presidents with the administrative work of the Center. Responsible for other staff support, including:

- Develop reports, applications, and correspondence as needed;
- Take notes and prepare/ distribute minutes from all Planning Team retreats, KNC Board meetings, and SWMSBF Board meetings;
- Provide clerical support and maintain schedules as directed by the President & CEO and COO;
- Assist in maintaining and developing relationships with the Board of Trustees of KNC and the Board of Directors of the SWMSBF;
- Order and maintain stock kitchen supplies for the entire organization;
- Assist in maintaining good customer service throughout the organization;
- Assist Vice-Presidents with assorted administrative tasks as needed;

- Follow customer care standards: safety, courtesy, accuracy, and cleanliness;
- Facilitate accurate flow of information to customers and staff, and SWMSBF Members and participants;
- Attend staff meetings to stay current on existing and future programs;
- Maintain list of potential KNC U topics and contact speakers as needed;
- Administer minor changes to the phone system menus as needed;
- Update the SWMSBF website as needed;
- Maintain the SWMSBF constituents and members in Raiser's Edge;
- Act as registrar and main contact for the SWMSBF events and meetings;
- Collect and distribute mail daily;
- Do check log deposits and reports several times each week;
- Do occasional errands or deliveries; attend occasional off-site meetings;
- Back-up Front Desk and other duties as needed.

Entrance Requirements:

- Commitment to customer service as a top priority;
- Great customer service skills;
- Administrative Assistant or secretarial experience;
- Ability to work with a team and individually;
- Competency in oral and written communications;
- Enjoy working with a diverse group of people;
- Commitment to the KNC mission;
- Ability to maintain a flexible work schedule on occasion;
- Computer competency, including experience with MS Office and Google;
- Experience with Raisers' Edge or similar non-profit database preferred;
- Great phone skills;
- Very detail oriented;
- Some website design skills preferred.

The Kalamazoo Nature Center is an equal opportunity organization that will not discriminate in its programs or hiring practices on the basis of race, color, religion, sex, age, ethnic origin, physical or mental disability, veteran status, height, weight, sexual orientation or gender identity, marital status, or political affiliation.

To Apply: Send a cover letter, resume and names and phone numbers of three references to:

Kalamazoo Nature Center
 7000 N. Westnedge Ave.
 Kalamazoo, MI 49009-6309
 Fax: 269-381-1574
kwordelman@naturecenter.org

The deadline to submit applications is: August 25, 2016